

Scotts Valley Fire Protection District	Policy: 1714
Subject: Temporary Fire Inspector	Adopted: September 10, 2003

FIRE INSPECTOR
(TEMPORARY/PART TIME)

Job Description

REPORTS TO: Chief Officer

SUPERVISES: Non-Supervisory Position

BASIC FUNCTION:

Under general supervision of the Administrative Chiefs, the Fire Inspector performs inspections of buildings and properties to enforce laws, ordinances and regulations under the jurisdiction of the Fire District, conduct fire investigations, reviews plans and specifications on new buildings and fire protection systems, conducts public fire safety education programs, and performs related duties as required.

PRIMARY DUTIES:

Performs code enforcement inspections of all properties assigned. Reviews basic plans for new construction and fire protection systems to determine compliance with applicable codes and standards. Maintains a current knowledge of laws, codes, ordinances and regulations enforceable within the District. Confers with property owners, contractors, engineers, architects and others on fire protection requirements and recommendations. Conducts public fire safety educational programs within the District. Investigates complaints of fire hazards and prepares notices to property and business owners. Responds to fires and conducts the investigation of the cause and origin. Assists District personnel in the interpretation and enforcement of State and local laws and regulations relating to fire prevention. Prepares reports on findings. Prepares and maintains both conventional and electronic inspection records and reports. Performs duties relative to the corrective action necessary to prevent the reoccurrence of fire related crimes or code violations. Performs other duties as may be assigned

ABILITY TO:

- Accurately interpret and effectively enforce laws, ordinances, and regulations relating to fire prevention and equipment.
- Identify fire hazards and determine corrective action.

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Board Chairperson:

R. J. Clark Jr.

Fire Chief:

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- Effectively communicate to the public the services and techniques of the Fire District, particularly as it relates to fire prevention.
- Recognize, identify and preserve evidence.
- Understand and carry out verbal and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate conventional and electronic records.

KNOWLEDGE OF:

- Principles, practices, methods and techniques of modern fire protection, fire prevention, and investigation.
- Applicable local, State and Federal laws and regulations.
- Laws and procedures of arrest, search and seizure.

MINIMUM QUALIFICATIONS:

- Education equivalent to successful completion of 30 units at an accredited college and/or State certified Fire Prevention Technology courses.
- Three years of experience in a career full time position in fire prevention and/or fire suppression that includes a minimum of one year in fire prevention work.
- Must possess and maintain a valid Class C California drivers license.

DESIRED QUALIFICATIONS:

- Equivalent to completion of two years of college with an Associate of Arts Degree in Fire Science.
- Experience and education in the principles and practices of modern fire prevention, fire safety education program, fire investigation, code enforcement, plan checking, fire protection systems and equipment.
- Completion of P.C. 832

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Board Chairperson: *R. J. Clark Jr.* Fire Chief: _____